

## PAID CHILDCARE POLICIES

1. All situations not expressly covered by these policies will be referred to the Children's Ministry Director and the Preschool Director. The Preschool Committee may be consulted if necessary.
2. Childcare may be provided for children 6 weeks through kindergarten for regularly scheduled organizations of the Church and other Church-wide activities/events (as needed).
3. Childcare may be provided for Church approved activities/events for children ages 6 weeks through fifth grade, when specifically requested (i.e. Church Organizations, Sunday School Departments, Fellowships, etc.). Cost for childcare may be incurred by the requesting Organization/Department.
4. Church Organizations, including Sunday School Departments, requesting childcare, for other than regularly scheduled Church activities/events, **must** calendar them through the Church Office. A **Calendar Request Form** and a **Childcare Request Form** must be submitted to the appropriate Ministry Assistant, at least **3 weeks** prior to the activity/event, so that they can **be approved** by the Church Staff. These forms are available in the Church Office.
5. Reservations, including name and age of children, along with a \$5.00 per child Registration Fee, must be given to the Childcare Coordinator at least **ONE WEEK** before the activity/event. This is to ensure an adequate number of Childcare Workers will be scheduled. If reservations are requested **later than one week prior**, an additional \$1.00/day late Registration Fee will be assessed. For the safety and security of the children, childcare may be denied if a reservation has not been made.
6. Parents **must call** to cancel childcare reservations if they will not be used. Refunds of the Registration Fee, requested after the registration deadline, are given only under special circumstances.
7. For activities other than regularly scheduled Church activities, the minimum number of children is **ten**.
8. **Childcare for special activities/events are limited to the following pick up times, unless, otherwise approved by the Church Staff and the Childcare Coordinator.**

Weekday (Mon.–Thur.)	No later than	8:00 pm
Friday	No later than	10:00 pm
Saturday	No later than	9:00 pm

A **late fee** of \$5.00 per child will be incurred for pick-up 15 minutes past scheduled time.
9. The buildings, reserved for use, will be opened 15 minutes before the scheduled event.
10. The Nursery/Preschool Buildings are available only when under the supervision of duly authorized personnel, such as the Preschool Director, Childcare Coordinator, or an appointed Supervisor. Other buildings may be used for children, ages kindergarten through fifth grade, when necessary (except, Mon. – Fri. 8:30am – 1:30pm).
11. Snacks and drinks may be provided by the Church. *Parents should inform* the Childcare Worker of any allergies their children may have. Parents may bring finger food snacks or sack lunches/meals, if desired.

